



Division of Construction Services – Office of Education & Data Management
Job Title: Director of Staff Development

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Department of Administrative Services (DAS) Employees
Location: 165 Capitol Avenue, Hartford, CT 06106
Job Posting No.: 0093
Hours: 40 hours per week – 1st shift
Salary: \$83,464 – \$113,809 (MP 64)
Closing Date: August 15, 2016

Eligibility Requirement: Individuals must have taken and passed the exam for Director of Staff Development and be on the current certification list promulgated by the Department of Administrative Services for this classification. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: Directs staff and operations of training unit; coordinates, plans and manages training activities; formulates program goals and objectives; assists in development of training and staff development policies; interprets and administers pertinent laws and regulations concerning agency training; evaluates staff; prepares training budget; maintains contacts with individuals both within and outside of agency who might impact on program activities; provides consultative services to agency managers regarding organization development; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of human resource development practices; knowledge of relevant state and federal laws, statutes and regulations; considerable interpersonal skills; considerable oral and written communication skills.

General Experience: Eight (8) years of professional experience in human resource development, in-service training or adult education.

Special Experience: Two (2) years of the General Experience must have involved primary responsibility for planning, developing, coordinating or implementing an in-service training or staff development program.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Experience:

1. Experience in the operation or management of licensing or certification programs.
2. Experience developing online or distance learning programs.
3. Experience supervising staff.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, Application for Employment (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), and college transcript(s) (if applicable) to:

Ms. Morgan Roane
Department of Administrative Services
165 Capitol Avenue
Hartford, CT 06106
Fax: 860-730-8278 or Email: morgan.roane@ct.gov
Subject line MUST include: Job Posting No. and Your Last Name

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.